



## Preferential Parking Permit Application

To order preferential parking permits, you may apply on-line at [www.glendaleparking.com](http://www.glendaleparking.com) or complete this mail-in application and mail all required documents to the address stated above.

Please follow all directions below to avoid any delays in receiving your parking permits.

RESIDENTIAL VERIFICATION DOCUMENTS (required), submit a photo copy of the following:

- Legal photo ID or Driver's License. If your photo ID or Driver's License does not match the requested permit address, then attach one of the following along with your photo ID or Driver's License:
- Utility bill, (2) property tax statement, (3) mortgage payment/bill or (4) rental agreement. Any one of these documents must have your name and address (name and address must match the permit address).

RESIDENTIAL VEHICLE PERMIT (optional), please submit a photo copy the following:

- Vehicle Registration: Must be submitted for each vehicle requested. The vehicle(s) must be registered in California and to a resident living at the requested permit address. Vehicle permits cost \$25 per permit, per year.

GUEST PERMITS (optional)

- Each household may purchase up to two (2) guest permits. Guest permits cost \$25 per permit, per year.

Please make checks out to "City of Glendale". For questions regarding this application, please call the City of Glendale, Permit Processing Center at (866) 470-3088, 8 a.m. – 5 p.m., Monday through Friday, wait for the greeting to finish, and select option 2 when you hear "main menu", then select option 2 "get information" and then option 4 to reach a customer service representative.

**PLEASE FILL IN THE INFORMATION BELOW:**

Name (Please Print): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**PLEASE CHECK IF APPLICABLE:**

☐

A copy of my driver's license is attached.

☐

One Guest Permit requested.

☐

A copy of my lease and/or utility bill is attached.

☐

Two Guest Permit requested.

☐

A copy of my California vehicle registration is attached.

☐

I am the owner living at a different address.

I have read and agree to all the terms and conditions on the back of this form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# PREFERENTIAL PARKING PERMIT TERMS AND CONDITIONS

**Vehicle Permit Regulations:** Permit is valid thru December 31st from date of issuance. Vehicle permits cost \$25.00 each. Parking permits must be displayed by hanging them from the rear-view mirror. Placing permits on the dashboard, seats, etc. will result in a parking violation. All Preferential Parking Permits are only valid on the issued street and/or district. For instance, VERDUGO LOMA permits cannot be used on VERDUGO ROAD or on THE MIDWAY. This permit does not exempt any vehicle from parking in red zones or where signs prohibit the same.

**Guest Permit Regulations:** Guest permits can only be used while your guests are visiting your residence. Each household may purchase up to two (2) guest permits and the cost is \$25.00 per permit, per year. Giving, selling or leasing your Guest permits to friends or relatives to park on your street while not visiting, such as attending classes at Glendale Community College or going to work or shop is strictly prohibited and shall result in your current and future Guest parking permits being revoked.

**Temporary Parking Permits:** Temporary parking permits for special occasions may be requested at (818) 548-3945, or in person at the Public Works Engineering Counter located at 633 East Broadway, Room 205, Monday thru Thursday between the hours of 7:00 a.m. and 3:30 p.m., and Friday between the hours of 8:00 a.m. and Noon. Please make all requests 72 hours in advance of any special occasion.

**Verification Documents:** A copy of the vehicle's registration must be provided per vehicle. Secondary and additional verification documents are required for identification purposes and to correspond to the permit location. Verification documents include a legal photo ID, and one of the following must match the permit address; utility bill, property tax statement, mortgage payment/bill or rental agreement. All vehicle registration must be current and match the residential address and the vehicle(s) must be registered in California.

**Failure to Provide Proper Verification Documents:** The verification documents listed above are very specific and mandated in order to obtain the preferential parking permit. The verification documents are the responsibility of the resident. Failure to provide these documents will result in an incomplete application and will prevent your parking permit from being mailed.

**Payment by Check:** When requesting parking permits by mail, please send a check payable to "City of Glendale" when applying for preferential parking permit(s) for your vehicle. As a reminder, vehicle and guest permits are \$25.00 each. For all returned checks, there will be a charge of \$25.00. Please allow 2 to 4 weeks for processing and delivery of your permits.

**Permit Mailing Address:** If the mailing address is different from the permit address, please indicate that information on the application page and we will accommodate the new address. If you are the property owner living at a different address, please indicate this information on the application page. Only one guest permit is allowed per off-site resident.

**Parking Enforcement:** Preferential parking permits do not allow oversize vehicles to park in residential neighborhoods, or any other vehicle from parking at "no parking anytime, parking meters, pay stations, loading zones, 30 minute parking zones" and/or on street sweeping days or any other parking restrictions as stated in California Vehicle Code 22651(k) or Glendale Municipal Code Title 10, unless stated.

For more information regarding the preferential parking program visit [www.glendaleparking.com](http://www.glendaleparking.com) or call (866) 470-3088, 8 a.m. – 5 p.m., Monday through Friday, wait for the greeting to finish, and select option 2 when you hear "main menu", then select option 4 to reach a customer service representative.